

<h1 style="text-align: center;">厚木基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号： Announcement No.	A-09-030
		一次選考締切り日： 1 st Cut Off Date	01 APR 2009
		募集締切り日： Closing Date	選考決定まで継続 Open until filled
		発行日： Date of Issue	11 MAR 2009
1.職種名 Job title (等級 Grade <u>1-4</u> / 語学等級 LAD <u>2</u>) Secretary, MLC #198		募集人数 No. of Recruitment <div style="text-align: center; font-size: 1.2em;">1 名</div>	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
低い等級での採用 <input checked="" type="checkbox"/> 不可 No <input type="checkbox"/> 可 Yes Acceptance at Lower Grade Trainee 可能な等級 Possible Grade: <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安・消防系 <input type="checkbox"/> 医療系 Administrative Trade & Service Security & Fire Medical		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> 時間制 HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (NTE:)	
2.部隊 Activity Facilities Sustainment Branch (PRA31), Production Division, PWD Atsugi, NAVFACFE 勤務場所 Working Place: 綾瀬市大上厚木基地 Ayase, Oogami, Atsugi Base			
3.勤務時間 Work Schedule (週 <u>40</u> 時間制hr/wk) 勤務日 Work Day: Mon - Fri 勤務時間 Work Hours: 0745-1630 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties Performs secretarial service to Branch Director as directed. Receives telephone calls to the branch, directs visitors and customers to appropriate person or office. Maintain supervisor's calendar, schedule appointments and engagements, prepare notes regarding topics to be discussed; make travel arrangements and prepare travel vouchers. Receives incoming correspondence, screening material for suspense dates, establishing controls, and following up. Reviews outgoing correspondence for attachments, dates, signature, addresses and destinations. Checks spelling, conformance to Navy correspondence formats and procedural requirements. Maintains suspense records on all correspondence and action documents and follows up. Organize and maintain files, records, manuals, handbooks, telephone directory, personnel list and other related materials. Requisitions office supplies, equipment, and publications. Maintain time and attendance for FS Management Staff, and MLC employees using the Labor Distribution System (LDS). Monitors branch overhead budget expense monthly report, formulate a spreadsheet to inform the Director of estimated and execution shortfall. Takes part in budget formulation for commodities when needed. Supports administrative work for employees working in Kamiseya Base in time and attendance input, special work allowance, uniform issuance, TAD, training, etc. Performs other related or incidental duties as assigned.			
7. 職務状況 Working Condition:			
8. 資格要件／身体条件 Qualification/Physical Requirements - One year of work experience in any clerical, administrative, or technical field or completion of four-year college/university in any field. - Knowledge of Navy Correspondence and general office work. - Skill in operating a personal computer system (MS-Office Suite, Word, Excel, Access, PowerPoint, etc.). - Ability to speak, read and write English at average proficiency level (LAD-2). *A handicapped applicant may be accepted, depending upon the degree and kind of disability. [Eligibility for MLC Employment] - Non-Japanese Applicants: Only those who possess permanent residency visas are eligible. <u>Please attach a copy of alien registration certificate (both front and back sides) and copy of your passport (picture and visa stamp pages) to your application.</u> - Former US Military Members: Please attach DD Form 214 to your application. Former military retirees must first obtain approval for employment under foreign government from the Chief of Naval Personnel and attach the approval letter to be considered. - SOFA members and SOFA dependents (include SOFA spouse) are not eligible for MLC employment.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : See block #8		免許証／修了証 License/Certificate Required : See Block #8	
9.提出するもの Application and Associated Documents			
* <input checked="" type="checkbox"/> 空席応募用紙(表・裏面) Application for Vacancy Announcement (HROY Form 1, Front & Back) http://hro.cnj.navy.mil * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) http://hro.cnj.navy.mil *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input type="checkbox"/> 英語で English <input checked="" type="checkbox"/> どちらでも Either H R O様式以外を使用する場合は、履歴書に必ず以下の事項を記入して下さい。空席広報番号、氏名、国籍、生年月日、電話番号、住所、学歴、応募する広報番号と職種名、職務経歴（会社名、雇用期間、週労働時間、詳しい業務内容や主な業績など）。To be considered for selection, resume must include at least the following information: Announcement number, full name, citizenship, phone number, address, SOFA status, education backgrounds, work experience (periods of employment, company name, description of major work, weekly hours of work) Any special skills and licenses related to the duties of the position to be filled. <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicants, copy of Alien Registration Card and Passport/Visa.			
問い合わせ先 for Job Inquiries		提出先 Office to Submit	事務処理欄 For Official Use
担当部署／担当者名 Office/POC 厚木基地人事部 ☎0467-78-2661 / DSN 264-3426/3624		〒252-1101 神奈川県綾瀬市大上 Oogami, Ayase-Shi 厚木基地人事部 HRO BOX12	PDN: FEC-PRA31-009

*履歴書及び添付書類は所定の締切日午後三時までに上記住所必着のこと。Send application and attachments to HRO Atsugi SO by 1500 of the Cut Off/Closing date of the announcement.

*応募時点で MLC/IHA 規定の雇用資格を満たしていない応募者は選考の対象となりません。Ineligible applicants will not be referred for consideration.

*提出された応募書類はお返ししません。Submitted applications will not be returned.